

MINUTES OF THE PRE-BID CONFERENCE VIA SKYPE

DATE: 02 APRIL 2020 START TIME: 11.11O'CLOCK END TIME: 12.45PM

1. **PROC REF: UNDP/NGA/2020/048 - REHABILITATION OF CUSTOM OFFICES, STAFF QUARTERS AND EXTERNAL WORKS, BANKI, BAMA LGA, BORNO STATE (EVENT ID: 0000005656)**

2. **PROC REF: UNDP/NGA/2020/047 RECONSTRUCTION/RENOVATION OF: LOT 1: 5 NO BLOCK BUILDINGS, SECURITY HOUSE, STANCES AND VIP TOILET BUILDINGS AT SHUWARI PRIMARY SCHOOL, BUNI YADI LGA LOT 2: 2 NO. BLOCKS CLASSROOM BUILDINGS, SECURITY HOUSE AND VIP TOILETS AT KASANCHIYA PRIMARY SCHOOL GUDJA L.G.A YOBE STATE (EVENT ID: 0000005610)**

Minute	Agenda Item
Min 1: Communication from the Chairperson	<p>The Chairperson welcomed all members present.</p> <p>The purpose of the meeting was to provide clarity on the requirements under 2 solicitation process to all interested potential bidders that had accepted Atlas Event ID: 0000005656 - Procurement Ref: UNDP/NGA/2020/048, the bid submission deadline: Thursday 9th April 2020 and Atlas Event ID: 0000005610 with Procurement Ref: UNDP/NGA/2020/047 with a bid submission deadline: Tuesday 14th April 2020.</p> <p>It was clarified <i>further</i>, that both procurement events' pre-bid meeting was scheduled at the same date and time. And upon verification, the same bidders accepted both solicitation processes. The pre-bid will therefore be conducted starting with one event solicitation documents and then proceed to the other. While the addendum if any will be separately issued.</p> <p>The outcome of the meeting will form an integral part of the solicitation document and will be published.</p>
Min 2: Introductions	Members present introduced themselves starting with all UNDP staff present and the all vendor representatives.
Min 3: Solicitation document – ITB	<p>3.1 The solicitation document (specific Procurement Notice)</p> <p>The meeting went through the solicitation documents (ITB) with emphasise;</p> <p>Section 1: This Letter of Invitation Section 2: Instruction to Bidders Section 3: Bid Data Sheet (BDS) Section 4: Evaluation Criteria Section 5: Statement of works (SOW) and Section 5B Section 6: Returnable Bidding Forms (Soft copy attached for their ease of reference)</p> <p>All bidders were encouraged to review the entire ITB to understand the requirements in totality. Specific attention to the bidder was to the following sections in brief;</p> <p>ITB Section 3: Bid Data Sheet (BDS)</p> <ul style="list-style-type: none"> ✓ BDS Item# 11 provides days for submitting requests for clarifications/ questions even after the pre-bid meeting to email procurement.ng@undp.org. ✓ BDS Item# 14 confirms the deadline for bid submission and also a confirmed in the system for each event separately.



Minute	Agenda Item
	<ul style="list-style-type: none"> ✓ BDS Item# 16 provide for the Electronic submission (email or e-Tendering) requirements ✓ BDS Item# 20 confirms the criteria for award for each solicitation process. <p>ITB Section 4: Evaluation Criteria:</p> <ul style="list-style-type: none"> ✓ Bidders requested to carefully review and ensure all required documents are attached as required. ✓ Also bidders to carefully fill out all the returnable forms ensuring that they are signed and stamped by the authorized company representative. ✓ Note: UNDP has zero tolerance to fraud and corruption. UNDP vendors are not to engage in fraud or corruption. Vendors engaged in fraud and corruption will be subject to sanctions. Fraud includes the submission of fraudulent or misrepresented documents, such as financial statements. <p>ITB Section 5: Statement of works (SOW) and Section 5B</p> <ul style="list-style-type: none"> ✓ All bidders present were encouraged to read to be able to submit properly structured proposals in response to this ITB requirements. ✓ The Quantity surveyor and UNDP Engineers comprehensively went through the BoQ/SOW. <p>ITB Section 6: Returnable Bidding Forms (Soft copy attached for their ease of reference)</p> <ul style="list-style-type: none"> ✓ All bidders to carefully take note of the returnable form requirements. And also to upload Bill of Quantities (BoQs) in both PDF & Excel soft copy with the bid
Min 4: Bidders Request for clarification & UNDP responses to request for clarification	All request for clarifications have been separately addressed for each event. An addendum will be issued separately and to be published via e-tendering and UNDP global website.
Min 5: A.O.B	The Chairperson thanked members present and adjourned the meeting.

I hereby certify that the above is a true and accurate record of the pre-bid conference skype meeting:

Name	Position	Signature
Samuel Jacob-Oricha	Civil Engineer (Chairperson)	
Lilian Byansi	Procurement Specialist (Secretary).	